



Commonwealth of Virginia

Walter J. Kucharski, Auditor

**Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218**

April 6, 2001

The Honorable W.G. Barkley
Chief Judge
County of Greene General District Court
606 East Market Street
Charlottesville, VA 22901

The Honorable Susan L. Whitlock
Chief Judge
County of Greene Juvenile and
Domestic Relations District Court
P.O. Box 245
Stanardsville, VA 22973

As part of our audit of the Virginia District Court System, we have audited the cash receipts and disbursements of the County of Greene District Court for the period October 1, 1999 through December 31, 2000.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system. However, we noted weaknesses in internal controls and noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Promptly Reconcile Bank Account

The Clerk delayed reconciling the bank account for as long as 4 months. Failure to promptly reconcile the account can lead to errors or irregularities going undetected. The Clerk should reconcile her bank account monthly, identifying and adjusting all reconciling items promptly. Additionally, someone other than the preparer should review and approve the reconciliations. When the Clerk cannot reconcile her account, she should immediately seek assistance from the Supreme Court.

Respond to Set-off Debt

For nine of 11 accounts tested, the Clerk did not respond to the Department of Taxation's Set-Off Match Default Report as required by Taxation guidelines. This failure to respond resulted in a \$705 loss of collections from the Set-off Debt Program. The Clerk should promptly respond to all set off notifications to ensure collection of delinquent accounts.

We discussed these comments with the Clerk on April 6, 2001 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:whb

cc: The Honorable Dwight Johnson, Judge
Ellen S. Collier, Clerk
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
LeAnne Lane, Court Analyst
Supreme Court of Virginia

Commonwealth of
Virginia
Auditor of Public Accounts
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TO: Ellen S. Collier, Clerk of the Combined Court

Clerk Fax Number – Clerk Phone Number –

FROM:

DATE: Wednesday, December 15, 1999

Number of pages including cover page: 3

CONFIDENTIAL FOR: Ellen S. Collier

MESSAGE: Enclosed is a **DRAFT COPY** of our audit report. We previously discussed these findings with you during the audit. We are providing this draft copy to afford you an additional opportunity to comment before we finalize the report.

It is important that you call _____ at (804)-225-3350 when you receive this draft for a discussion of our findings. We will issue the final report shortly after hearing from you.